

Purpose

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Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Team Calendar** service is located on the *Team Overview* page in MSS. Managers will use the **Team Calendar** to monitor their employees' scheduled absences and pending leave requests. The calendar will also assist with schedule planning. The calendar will default to the current month view, but other months can be displayed by scrolling forward or back.

Trigger

Use this service in Manager Self-Service (MSS) to display the team calendar and monitor scheduled time off.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Team ➔ Team Overview ➔ Team Calendar

Transaction Code

MSS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

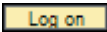
Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | Employee Self-Service | Manager Self-Service

Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.

News Of Interest

- Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
- Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS

5. Click the **Manager Self-Service** tab

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | Employee Self-Service | **Manager Self-Service**

Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
 - Tasks and Alerts**
 - My Team
 - My Organization
 - My Reports

Universal Worklist

Tasks (5 / 5) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (5 / 5) | Select a Subview... | All

Create Task | Show Filters | Hide Preview

Subject	From	Sent	Priority	Due	Status
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New

Row 1 of 5

John D. Anderson's Leave Request

Sent: Today by esstrain5
Status: New
Priority: Normal

You can also:
[Display Details in SAP GUI](#)
[Create Ad-Hoc Request](#)



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Team Calendar** by expanding the folders down the tree structure.

Attendance Overview

Status	Employees	Percentage
At Work	2	66.67
Open Request	1	33.33



The **Team Calendar** will default to display the current month. However, other monthly views can be displayed by selecting a month from the drop-down and clicking **Start**.

7. The **Team Calendar** has a color code to represent the absences:

Color / Code	Notes
Blue - Absent	Absent - Indicates a scheduled/approved leave request. It can also indicate a previously taken absence.
Light Blue - Multiple Entries	Multiple Entries - Indicates a pending leave request that includes more than one absence type for one work day (e.g 4 hours Annual Leave and 4 hours Comp Time).
Pink - Sent	Sent - Indicates a pending leave request to be approved or rejected.
Red - Deletion Requested	Deletion Requested - Indicates a previously rejected leave request. The action is one the employee to either delete the request or resubmit it.

Result

You have displayed the Team Calendar for your employees.